

COMPLETING THE ONLINE SPONSOR VERIFICATION FORM

1. Login to eGrants;
2. Navigate to the MyAmeriCorps Portal home (Figure 1);
3. Navigate to their VISTA Workbasket. There will be a new tab “Sponsor Verification.” Click on that. (Figure 2);
4. Click on the project number to pull up that pay period’s SVF (Figure 2);
5. Review the list of VISTAs. The drop down menu defaults to “no action” so nothing gets checked unless some has left.
6. If a VISTA has left the project unexpectedly since the last report, select the reason why using the drop-down menu (Figure 3) – if a VISTA who completed service during the pay period is listed, leave the drop down at “no action”;
7. When all VISTAs are accounted for, click on the Certify button (Figure 4);
8. A message indicating successful submission should appear and the current pay period’s SVF will appear in the list (Figure 5);
9. If a report is delinquent a new report cannot be certified until the delinquent report is done.



Figure 1

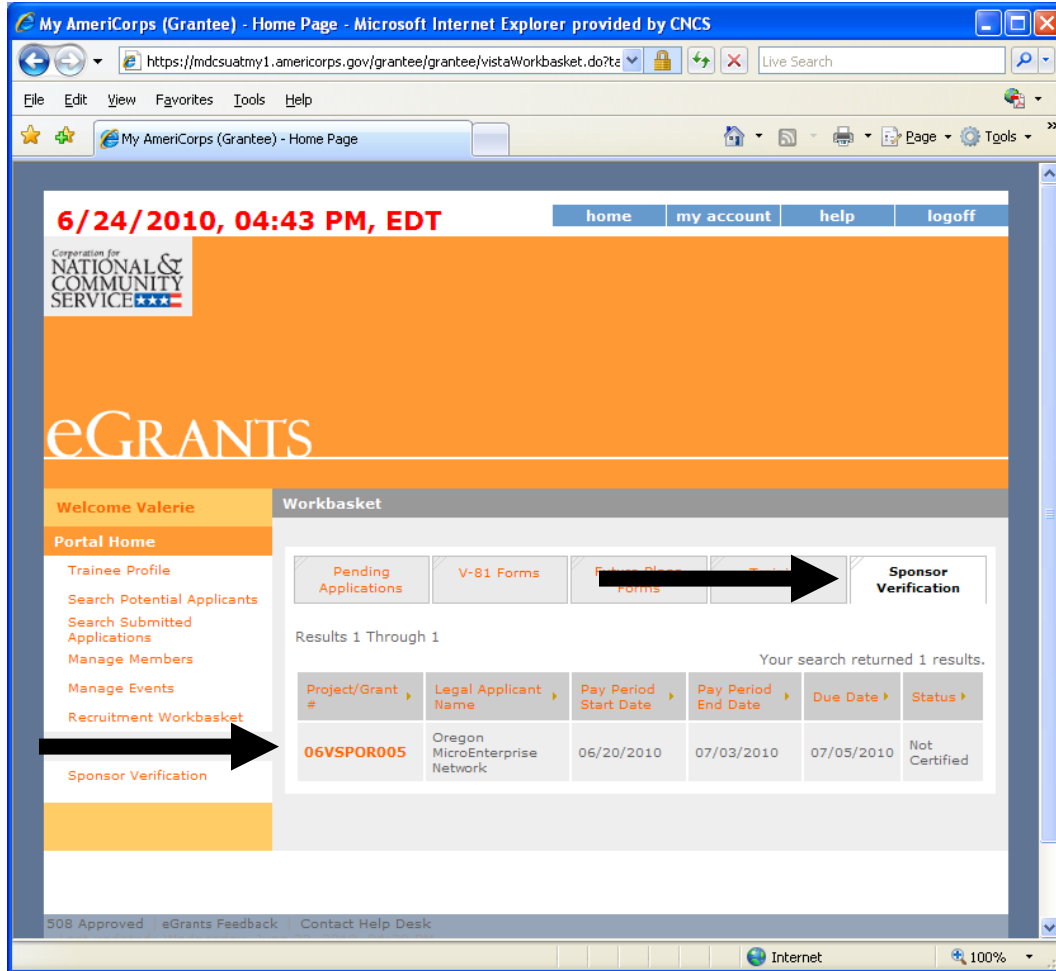


Figure 2

VISTA Sponsor Verification - Microsoft Internet Explorer provided by CNCS

https://mdcsuatmy1.americorps.gov/grantee/program/viewVerification.do?id=1659

File Edit View Favorites Tools Help

VISTA Sponsor Verification

Welcome Valerie

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Manage Events

Recruitment Workbasket

VISTA Workbasket

Sponsor Verification

VISTA Sponsor Verification

Sponsor Verification Form

Program Code: 06VSPOR005

Legal Applicant: Oregon MicroEnterprise Network

Pay Period #: 201014

Pay Period Start: 06/20/2010

Pay Period End: 07/03/2010

Due Date: 07/05/2010

Status: Not Certified

Member Details

ID	Name	Service Start	Service End	Action Required/Reason
645439	Andrew Mu	08/21/2009	08/20/2010	No Action
645440	Caitlin Horsley	08/21/2009	08/20/2010	No Action
645436	Charles Thompson	08/21/2009	08/20/2010	AWOL
647947	Christina Taddy	08/21/2009	08/20/2010	Accepted other employment
645445	Dick Peel	08/21/2009	08/20/2010	Called for military or jury (long term) duty
645452	Drew Dillon	08/21/2009	08/20/2010	Death of qualifying family member
645448	Eric Puro	08/21/2009	08/20/2010	Death of the VISTA (ed-award)
594465	Jinell Smithmyer	08/26/2009	08/25/2010	Death of the VISTA (stipend-only)
645451	Katherine Gibson	08/21/2009	08/20/2010	Enrollment in AmeriCorps national service term
645446	Lee Warnecke	08/21/2009	08/20/2010	Failure to adhere to program rules
645437	Luke Bonham	08/21/2009	08/20/2010	Financial Hardship
				Health issues
				Health issues of qualifying family Member
				Other
				Participant dissatisfied with CNCS
				Participant dissatisfied with program
				Returning to school
				Unanticipated program end, e.g. no further funding

Internet 100%

Figure 3

VISTA Sponsor Verification - Microsoft Internet Explorer provided by CNCS

https://mdcsuatmy1.americorps.gov/grantee/program/viewVerification.do?id=

File Edit View Favorites Tools Help

VISTA Sponsor Verification

645446	Bob Warnecke	08/21/2009	08/20/2010	No Action
645437	Luke Bonham	08/21/2009	08/20/2010	No Action
645442	Margot Edmiston	08/21/2009	08/20/2010	No Action
509950	Mary Wegmann	08/17/2009	08/16/2010	No Action
645443	Neal McKeever	08/21/2009	08/20/2010	AWOL
645450	Nicholas Dollar	08/21/2009	08/20/2010	No Action
647946	Paige Huggler	08/21/2009	08/20/2010	No Action
645444	Sheena Loiacono	08/21/2009	08/20/2010	No Action
645449	Sydney Leonard	08/21/2009	08/20/2010	Returning to school

Your electronic submission of this form certifies that these members are currently active on your project and/or that you have contacted the State Office to provide any updates.

print save **certify**

eGrants Feedback | Contact Help Desk
Wednesday, June 23, 2010, 04:30 PM
vsn: 4.3.1

Internet 100%

Figure 4

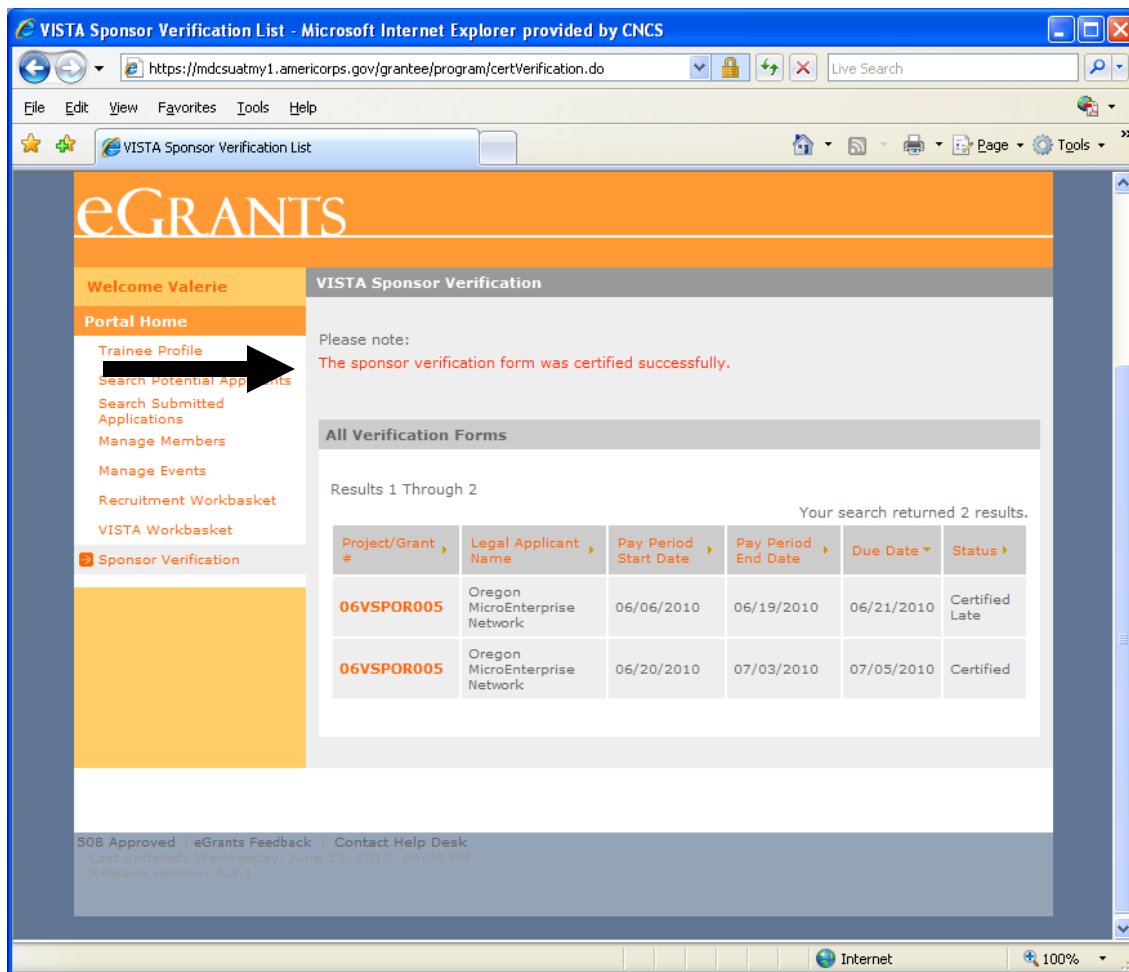


Figure 5

If you have any questions, please contact your Corporation State Office.

If you experience technical difficulties, please contact the eGrants Help Desk.

Help Desk Information:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday